

DELAWARE TRANSIT CORPORATION

POSTING NO. 080-2014

POSITION VACANCY POSTING

DATE OF POSTING February 7, 2014 CLOSING DATE February 14, 2014

METHOD OF APPLICATION: BID FORM

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **February 14, 2014** POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 135 JOB CODE #: 049

POSITION TITLE Information Center Specialist – Full -Time

PAY GRADE _____ PAY RATE \$17.077498 PAY RANGE _____
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Administration
SECTION Customer Service

CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 X N/C _____

SCHEDULED HOURS: 11:30 AM – 8:30 PM SCHEDULED DAYS: Monday, Tuesday, and Friday
8:00 AM - 5:00 PM Saturday and Sunday

SUMMARY OF POSITION:

The Information Center Specialist provides route and schedule information to the public, accepts telephone customer's comments about the transit service; issues tickets and passes to outlets; sells tickets and passes; records information on fares; types responses to customers and performs office work as required; performs other duties as assigned.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER